

Solutions

2.1 Their own saved copy rather than the shared blank file; group code.

2.2 Thursday at 16:00; tutor approval received before booking.

2.3 Award B1 each for three distinct supported actions: main entrance; left at library desk; first meeting room on right; if occupied, wait by desk and ask staff rather than enter another room. Preserve the condition for the last action.

2.4 16:00 is the submission deadline; the separate notice giving the briefing time is not reproduced. For example, ask where to check Thursday's briefing start time.

3.1 Award correction B1 and reason B1 per part. Save/complete an own copy: the shared blank must remain unchanged. Await tutor approval before booking: submission alone grants no permission. If the room is occupied, wait at the desk and ask staff: another group's room is not an authorised alternative.

3.2 Local analytic rubric, $8 \times$ B1: own copy/shared-file distinction; group code; transport/access sections; Thursday deadline; no booking before tutor approval; route and occupied-room condition; specific request for unprovided briefing time; coherent truthful 80–110 word response. Example: "I will download the blank form and save my own copy with our group code, rather than edit the shared file. We will complete the transport and access sections and send the copy to you by Thursday at 16:00. We will wait for your reply and approval before booking any vehicle. For the briefing, I will turn left at the library desk and use the first meeting room on the right. If it is occupied, I will wait by the desk and ask staff. Could you please tell me where to check the briefing start time on the separate notice?"